

FAQs – Studying in Rothenburg/Upper Lusatia (U.L.)

a) **Counselling Services for Students:**

1. Which possibilities of student counselling are there?
2. Where can I get counselling appointments?
3. Which courses does the University offer?
4. Which academic degree will I obtain at the end of my studies?

b) **Admission, Entry Requirements and Application:**

1. What are the entry requirements for your courses?
2. How can I apply?
3. How does the selection procedure work?
4. What language qualifications do I need?
5. How do I know if I have been approved?

c) **Structure of the study programme:**

1. How is the study programme structured?
2. What are the training and examination regulations?
3. When will the exams be, how are they structured, how many attempts do I have if I fail?
4. What does "Lehrveranstaltungsstunde (LVS)" mean?
5. What is the difference between self-study and attendance study?
6. Will orientation sessions be offered at the beginning of the studies?
7. Is the internship a compulsory part of the studies?
8. Do I have to defend my bachelor's thesis?
9. What role does sport play as part of the studies?

d) **Support:**

1. Can I apply for family separation allowance if my place of study is not close to my family's place of residence?
2. What types of accommodation does the University have and what do they cost?
3. How much is the fee for internet use and what plans are available?
4. Is there a canteen and what are the costs for a meal?
5. Does the University have a library and do I have to pay loan charges?
6. Which sports opportunities are offered?
7. How do you support students with children?
8. Is there any childcare available?
9. Is your institution accessible for students with impairments or disabilities?
10. Which actions can be taken to make sure disabled people aren't at a disadvantage?
11. What kinds of counselling services are offered in regards to any questions?

e) **Leave of Absence and Credit Transfer:**

1. What ways are there to take some time off from my studies?
2. How do I submit an application / my re-registration?
3. What is the foundation of these regulations?
4. Can my previous credits be transferred and how do I apply for this?

f) **After the studies:**

1. Is there anything I have to take into account when discontinuing my studies due to poor performance?
2. Do I have to refund granted financial benefits in that case?
3. Where can I get certificates of study if my studies were completed some time ago?

No.:	Content of answer (short version) as part of FAQ:
a1)	Every year in January an open day is organised at the University of Applied Police Sciences. In addition, there are consulting possibilities either online at http://www.polizei.sachsen.de/de/3592.htm or by contacting the career advisers. Furthermore, you can find the career-selection team of the Saxon police force at fairs and exhibitions like the Tag der Sachsen (Day of Saxons).
a2)	The Police Headquarters in Dresden, Leipzig, Chemnitz, Zwickau and Görlitz as well as the Riot Police Force provide career advisory services. If you are interested in joining the Saxon police force, the career advisers are pleased to inform you about working in the police force or to give you information about the application and selection procedures.
a3)	The University of Applied Police Sciences offers the course Bachelor of Arts "Polizeivollzugsdienst" (Law Enforcement) as well as the preparatory course for the higher intermediate service (Laufbahngruppe 2.1) in the field of "Cybercrime". On behalf of the German Police University, study groups of Police officers from the Free States of Saxony and Thuringia, who get promoted into the senior service (Laufbahngruppe 2.2), complete their first year of studies of their Master's degree course "Public Administration/Police Management" at the University of Applied Police Sciences.
a4)	The academic degree "Bachelor of Arts (B.A.) – Law Enforcement" is awarded.
b1)	Information regarding the entry requirements for being admitted to the University of Applied Police Sciences for the higher intermediate service (Laufbahngruppe 2.1) can be found online at http://www.polizei.sachsen.de/de/3593.htm
b2)	Information on the selection procedure for studying in the higher intermediate service (Laufbahngruppe 2.1) at the University of Applied Police Sciences can be found online at http://www.polizei.sachsen.de/de/3595.htm . Police officers in the intermediate service (Laufbahngruppe 1.2) who join a promotion course of study for a promotion into the higher intermediate service find relevant information published on the intranet of the Saxon Police Force (ePolSax).
b3)	Please note: Only applications which have been submitted via our online application platform can be taken into consideration. You can find it at https://www.hrd-portal.de/polizei-sachsen/custom/polizei-sachsen/register.jsp
b4)	We expect you to have a level of proficiency of the German language based on the "Common European Framework Reference of Languages (CEFR)". The individual language competence of the applicants will be assessed in an online language test before the beginning of their studies.
b5)	The admission to the University (letter of admission) follows the successful selection procedure and after having taken into consideration the number of available admissions to the courses of study by the University of Applied Police Sciences.
c1)	The Bachelor's degree course consists of modules which are divided into theoretical and practical phases of study. The courses of study are based on their corresponding handbook of modules which contain details about the courses' contents and the curriculum. Information and documents on that can be found at http://www.polizei.sachsen.de/de/3592.htm and also on the intranet of Saxon Police Force (ePolSax).
c2)	The training and examination regulations as statutory instruments of the Saxon Ministry of the Interior regulate the legal course of actions of procedures and processes which are necessary for the completion of the Bachelor's degree course and therewith especially the module exams, including possibilities of retaking failed exams by respecting the principle of equal treatment. The training and examination regulations, together with the career regulations for the police service, are the foundation for the curriculum and the corresponding handbook of modules in its respective versions, which are in turn the basis for the creation of the academic content of the courses of study at the University of Applied Police Sciences.

No.:	Content of answer (short version) as part of FAQ:
c3)	<p>At the University of Applied Police Sciences, module exams are conducted in written or oral form or by submitting practical assessments in which students have to show evidence of their academic achievements. Single examinations or group exams are possible. The duration of the exam varies between 90 to 240 minutes for written exams. Oral or practical assessment examinations last at least 15 minutes per candidate. Interdisciplinary exams are based on examination contents from the modules. Different parts might have different requirements for passing. A clear decision must therefore be taken before the exam to clarify if every part in itself or all parts as one have to be passed with the minimum of five points, in order to declare the module exam as being passed. Students failing a module exam have one more attempt for retaking it according to the special passing regulations. Students will receive an invitation to their exams by email. Written exams are taken anonymously by using a candidate number, assigned to the candidate before starting the exam. Examination results are partly released as lists sorted by matriculation number on the intranet (ePolSax) of the Saxon Police Force. Usually, students will also get a module certificate as performance record in written form.</p>
c4)	<p>A "Lehrveranstaltungsstunde (LVS)" is a lecture unit with a duration of 45 minutes. It is the basis of the lecture planning for the subject-scientific study at the University of Applied Police Sciences.</p>
c5)	<p>Attendance study is conducted in the following forms: Lectures for the complete student body, tuition in study groups, in half or small study groups, exercises and tutorials, colloquia, internships, project work and field trips. The self-study, in contrast, requires the independent examination of study-related problems, partly under supervision, partly by working on course assessments. Self-study as a kind of scientific teaching method of the Bachelor's degree course is gaining more and more significance, as the personal responsibility for knowledge acquisition is in the hands of the students.</p>
c6)	<p>Before the beginning of the studies, orientation sessions will be offered on a regular basis with the goal of introducing the students to the study content and their teachers.</p>
c7)	<p>The internship is a compulsory part of the special branch of study. It is the connection between the content to be studied and vocational experience, allowing the students to make their own practical experiences in the further course of study. A module coordinator at the University of Applied Police Sciences, who is in charge of all matters regarding the internship, serves as the contact for students and internship places of duty. This module coordinator furthermore supports the work of the Departments of Human Resources/Organisation and Academic Affairs. On the part of the corresponding internship places of duty, employees of Department 1 assume the complete responsibility for all students in their area of competence. In subordinated organisational units, i.e. police stations, internship advisors / -trainers are responsible. Their responsibility includes the achievement of the particular internship goals. They help the students to implement their learnt knowledge and acquired skills on duty.</p>
c8)	<p>The Bachelor's thesis is a written dissertation, elaborated under the use of scientific methods. It shall present the students' ability, to do independent research on a relevant topic in regards to law enforcement within a certain period of time and to draw scientifically reasonable conclusions. During the phase of elaboration, the students get advice from their supervisor who is also responsible for the evaluation of the dissertation. The Bachelor's thesis will not be defended.</p> <p>If any scientific analysis or special assessments from different police units and authorities are necessary as basis for the dissertations, it is the supervisors' duty to review them.</p>

No.:	Content of answer (short version) as part of FAQ:
c9)	The physical fitness is key to working as a police officer. This circumstance brings about the importance of physical education during the course of study at the University of Applied Police Sciences, which includes shooting training and operational training. In each case, the students' own initiative is necessary to optimize their training results and to achieve the physical fitness aimed at. Furthermore, there is the possibility to practice sports in one of the various performance competitions. The University of Applied Police Sciences regularly takes part in sports competitions of LHS, the Landeskonferenz Hochschulsport Sachsen e. V. (Saxon State Meeting of University Sports reg. ass.). The Meeting is a combination of competitions, fun sports and sport-cultural activities, which traditionally appeal to a multitude of students.
d1)	Family separation allowance is granted based on the "Verordnung des Sächsischen Staatsministeriums der Finanzen über das Trennungsgeld der Beamten und Richter (Sächsische Trennungsgeldverordnung – SächsTGV) vom 11. November 1994" (Saxon Statutory Regulation of Family Separation Allowance of November 11 th , 1994) to German police students with the status of civil servant. The allowance depends on personal circumstances, e.g. marital status and / or housing situation at the former place of living.
d2)	The University has accommodation possibilities on the campus and offers double bedrooms with a shower and toilet. Depending on the granted separation allowance, the monthly fee is either 92.00 € per person or is set off against existing claims on separation allowance. Furthermore, based on a cooperation with "Wohnungsbaugesellschaft Oberlausitz (WGO)" (private enterprise), the students can rent an accommodation there or search for private offers in Rothenburg/O.L.
d3)	Wi-Fi is available everywhere, including in lecture halls and accommodation. Access information is available at the service point. The private use of official computers of the Saxon Police Force is forbidden.
d4)	The University of Applied Police Sciences has its own canteen. Students get up to three fresh – also vegetarian – meals per day. There are daily variations for breakfast and dinner as well as special offerings. There is also a cafeteria which can be used for cosy get-togethers. One meal, e.g. a lunch with a salad or dessert (beverage not included), costs between 3.50 € and 5.50 €. According to the students' separation allowance, free meals are provided for them.
d5)	There are no fees for using the library. If borrowed material is overdue, a fine may be charged. The use of "Deutscher Leihverkehr" (German Interlibrary Loan) will cost 1.50 € per loan request if the provided library stock is not sufficient.
d6)	Apart from sport being an integral part of the course of studies, there are several options to do some extracurricular sport (e.g. different ball sports, swimming or running). There is also the possibility to join sport groups according to "Verwaltungsvorschrift des Sächsischen Staatsministeriums des Innern über den Sport in der Polizei (VwV SportPol) vom 19. Dezember 2012" (Administrative Regulation for Police Sports of December 19 th , 2012) as may be amended from time to time. Bicycles can be rented for 1.00 € per day.
d7)	The University of Applied Police Sciences offers special housing possibilities for students with children.
d8)	Compatibility of family and work is guaranteed based on a cooperation between the University of Applied Police Sciences and the local day nursery. The University of Applied Police Sciences also provides a playroom for children.
d9)	All students who fulfil the physical requirements for a job in law enforcement are allowed to study at the University of Applied Police Sciences. Thus, a full disabled access is not necessary. Building II on the campus is equipped with an elevator.
d10)	To make sure no student is at a disadvantage, for example in the case of exams (e.g. extension of exam duration or breaks for breast-feeding during exams) the Examination Office will decide about special needs if such a request is made.

No.:	Content of answer (short version) as part of FAQ:
d11)	All questions concerning the course of study will be answered by the Examination Office. Questions regarding personnel and administrative topics will be answered by the Department of Human Resources/Organisation and the Department of Administration. You can find the Departments of the University of Applied Police Sciences in building III on the campus.
e1)	The semester break is the compensation of the annual leave entitlement for German police students with the status of civil servant. Previous holiday entitlements (e.g. due to former service periods, ordered extra hours during internships) can be taken upon special request. Other forms of students' administrative leaves (e.g. for giving official testimonies at court during law-suits) will need a special reasoning. Requested administrative leaves can only be granted during exam-free periods. The corresponding request is to be made at least two days in advance.
e2)	The department in charge is the Department of Human Resources/Organisation. Request forms can be filled in on site. You can also find them on the intranet of the Saxon Police Force (ePolSax).
e3)	In order to decide on students' administrative leaves, the "Verordnung der Sächsischen Staatsregierung über den Urlaub, den Mutterschutz und die Elternzeit der Beamten und Richter im Freistaat Sachsen (Sächsische Urlaubs-, Mutterschutz- und Elternzeitverordnung – SächsUrlMuEltVO) vom 16. Dezember 2013" (Saxon State Decree on Leave, Maternity Leave and Parental Leave) and the "Verordnung der Sächsischen Staatsregierung über die Arbeitszeit der Beamten im Freistaat Sachsen (Sächsische Arbeitszeitverordnung - SächsAZVO) vom 28. Januar 2008" (Saxon Working Hours in the Civil Service Decree of January 28th, 2008" in conjunction with the "Verwaltungsvorschrift des Sächsischen Staatsministeriums des Innern über die Arbeitszeit in den Polizeidienststellen und Einrichtungen für den Polizeivollzugsdienst (VwV AZPol) vom 17. Dezember 2014" (Administrative Rule of the Saxon Ministry of the Interior for Working Hours in the Saxon Police Service of December 17 th , 2014), each of them as may be amended from time to time, will apply.
e4)	The transfer of credits is subject to an individual decision of the permanent board of examiners at the University of Applied Police Sciences. Only credits that have been achieved in modular courses based on the Bologna Process or comparable courses of study can be transferred.
f1)	Students with the status of probationary civil servant will by operation of the law be dismissed due to failing their courses. For students (currently serving in the intermediate service) joining a promotion course of study for the higher intermediate service will have to discontinue their studies. They have to contact the police authority in charge of them for further instructions. Notice of discontinuation of your studies must always be given in written form. With the administrative organisational process come further measures, which have to be taken, e.g. returning personal equipment. This procedure will be coordinated by the Department of Human Resources/Organisation and is to be documented by the means of an interoffice routing slip, which needs to be filled in completely.
f2)	Only in the case of students with the status of probationary civil servant and as consequence of exceeding the maximum prescribed period of study, there is a latitude between 15 and 30 % of the gross salary that can be reclaimed by the Free State of Saxony (official employer), if the student him- or herself is to be blamed for the discontinuation of the study (no further attempts left) or for exceeding the maximum prescribed period of study by having to retake certain modules. In case of a dismissal from the course of studies, e.g. for reasons of breaching disciplinary laws, different regulations will apply. As a result, the salary which students received during the course of study can be reclaimed up to the regulated live existence minimum (depending on the grant of welfare benefits; Hartz IV)
f3)	If you finished your studies a long time ago, you can get copies of your transcript of records / module certificates from the Examination Office at the University of Applied Police Sciences.